
**Bay, Rivers and Watersheds Coordination Team
Minutes of the Meeting held December 21, 2005**

Attendees: Coordination Team: W. Michael Sullivan, Mike Walker, Meg Kerr, Kevin Flynn, Paul Pinault, Juan Mariscal, Jeff Willis;
Also attending: Sue Kiernan, Chip Young, Wendy Waller, Richard Ribb, Don Pryor, Curt Spalding, Tom Uva, Kip Bengsten

Meeting opened at 3:15 pm

Michael Sullivan noted the minutes of the prior meeting. Michael Walker moved to approve the minutes; seconded by Meg Kerr; approved by the Coordination Team (CT) on a voice vote.

Michael Sullivan introduced discussion of a draft job description for the position of Coordination Team Chair. He indicated based on feedback that the prior draft did not fully reflect the legislative mandate and he had made some revisions to the draft with assistance of Tom Getz in order to have the description better conform to the statute. A working meeting of Juan Mariscal, Meg Kerr, Jeff Willis and Michael Sullivan took place prior to the CT meeting to refine the draft and a number of wording changes were developed by consensus. Due to time constraints, Michael Sullivan was not able to bring the marked up version of the draft that resulted from that meeting. There was discussion of the changes recommended for benefit of the other CT members. Initial discussion was to re-circulate a revised draft and seek comments prior to forwarding to Governor. Michael Sullivan requested action by the CT during its meeting for the record. Further discussion of changes occurred. Reviewing his notes from that prior meeting, Juan Mariscal orally reviewed changes. He noted many of the changes were tweaking of language and not major. The changes noted in the discussion include:

- Re-ordering the responsibilities to have 1,4 and 5 become 1,2 and 3, noted in bold to indicate the priority responsibilities of an interim chair. (M. Sullivan)
- Clarifying language to indicate coordination of the flow of information among agencies as opposed to suggesting a role in the internal coordination of individual agencies (M. Sullivan);
- Inserting the word "information" with respect to coordination in new #4 (J. Mariscal)
- Adding language regarding integration and efficacy of projects to item #7 (J. Mariscal)
- Modifying research and analyze to "to research and analyze" in item #8 (J. Mariscal)
- Making sure the CT is properly and consistently referenced with wording that addresses bay *and watersheds*. (J. Willis, M. Kerr)

Discussion occurred of how to proceed with finalizing job description. Michael Sullivan noted need for description in order to pursue creation of actual FTE within the state personnel system.

Jeff Willis noted need to move forward expeditiously. Juan Mariscal moved that the job description be approved with amendments as orally described and consistent with the discussion and that a revised description be forwarded to the Governor. Motion seconded by Paul Pinault. Kevin Flynn asked where position is situated organizationally in government. Michael Sullivan responded Chair reports to the Governor pursuant to the legislation and could be considered part of Governor's staff. He noted in prior session funding to support a position was added to DEM's budget, although a portion of the funds have since been rescinded. He further indicated that given the role of the Chair, its funding shouldn't be in any one agency's budget. Prior to voting on the motion, Michael Walker raised the issue of whether the educational and experience requirements could constrain consideration of candidates for the position based on current wording. Michael Sullivan indicated that was not the intent. Juan Mariscal recommended with the standard language used in state job descriptions regarding "or a combination of the above or equivalent ..." be added to the description to provide appropriate flexibility and with the consensus of the CT noted that was a clarification of his motion. With that, the motion then passed on a voice vote.

Michael Sullivan opened discussion of the support staff and suggested kicking back to the Environmental Monitoring Collaborative, Economic Monitoring Collaborative, PAC and SAC, a request for each to develop job descriptions of support staff reflected in their prior requests for staff or other support. He also suggested further challenging each group to recognize overlaps among the committees and consolidate the job descriptions to reflect potential sharing of resources. Meg Kerr agreed support staff should be shared between the CT and its committees noting that more sharing would likely lead to more coordination. She indicated that a realistic request from a budget perspective might only be for 1-2 FTEs. Following some further discussion, she made a motion that the CT request its four committees to work on developing two job descriptions reflecting the mix of technical and administrative support needed. Juan Mariscal suggested each committee articulate what it would need (skill set for activities, etc.) and allow the chair to synthesize the results to best serve all parties. Meg Kerr asked who will do hiring and indicated we shouldn't wait for the chair. Kevin Flynn indicated he would want the chair in place to play a role in hiring the support staff. Michael Sullivan noted that the need for the support staff job descriptions at this point is to support the process that creates the opportunity for the FTEs including targeting an appropriate salary range. He suggested descriptions can be refined at a later date, presuming funding is forthcoming. Juan Mariscal seconded the motion by Meg Kerr with the amendment of adding a reporting date for the committees (all committees will be asked to distribute to all CT members by e-mail no later than January 16th the requested support staff job descriptions). Motion was approved on voice vote.

Michael Sullivan opened discussion of future agendas/education of the CT. He discussed briefly what he had been learning about work being done by Dr. John King (URI-GSO) and others with respect to SAV mapping, ocean bottom mapping, benthic habitat mapping and suggested presentations on topics such as these would benefit the CT. Michael Sullivan indicated he had explored the possibility of a presentation at the next CT meeting on 1/25/06. Meg Kerr agreed it was a good suggestion and noted the work under a Chafee HUD grant on visioning was relevant to the systems-level planning mandate. After further discussion, the CT agreed to invite Richard Ribb of the NBEP to present on the Chafee HUD work at the January 2006 meeting and seek to have Dr. King present at the February meeting.

Discussion of meeting time and place conflicts led to an agreement to change the meeting time of the January 25th meeting to 2:00 pm. It will take place in the NBC conference room, which Tom

Uva confirmed was available. CT then agreed to plan to have monthly meetings on the fourth Wednesday of the month to be scheduled at 2:00 pm for the remainder of the year.

Paul Pinault raised the issue of planning a strategy for promoting the budget request of the CT. Michael Sullivan agreed a strategy is needed and indicated it should be discussed further at the January meeting. Kevin Flynn noted that outside parties may be more effective than state agency employees in advocating on the budget; highlighting his point about the constraints agency directors face in advocating for resources not reflected in the Governor's budget through a hypothetical question directed to Michael Sullivan. Michael Sullivan agreed non-state employees can play important role but opined that it is entirely appropriate for the CT to appear during the legislative session and express support for coordination efforts and educate legislators and others about the benefits obtained by improving coordination. Kip Bengsten noted that even if funding is included by the Governor in the budget proposal, support from outside constituencies will be needed and that the Economic Policy Council and Save The Bay are prepared to participate but need something more specific to advocate for. Michael Sullivan indicated that to his knowledge the placeholder remains in the budget and that CT has taken steps to prioritize environmental monitoring needs at prior meeting. He further indicated that getting a unified message from the team will be most important.

Meg Kerr made motion to adjourn, seconded by Kevin Flynn. Motion approved approximately 4:30 pm.

Minutes prepared by Sue Kiernan (DEM).